

GUIDELINES & EXPECTATIONS FOR MISSOURI VFW AUXILIARY HOSPITAL PROGRAM CHAIRS

1. GET ORGANIZED

- A. Ask the prior Chairman for notes regarding the program and/or pass it on yourself.
- B. Set up a filing system to ALWAYS keep your program material together.
- C. Know the name of the National Ambassador and keep in contact with them throughout your year. Invite them to join the Hospital Facebook page.
- D. Send promotional material to the Program Coordinator in plenty of time to adjust anything that should be fixed.
- E. Remember to say *please* and *thank you*, AND don't be afraid to ask questions!

2. HOMEWORK

- A. Read ALL MATERIALS received from the National Ambassador.
- B. Read the articles/blogs in the National magazine, on National & Department websites.
- C. BOLO. Be on the lookout for local, regional and national information that relates to your program. Read newspapers and magazines, do internet searches for articles and upcoming events that fit in with your program. Find and create ways to inspire and encourage members to participate.

- D. Periodically review your program to make sure YOU are on track with program goals and fulfilling National requirements.

3. PLAN the PROGRAM

- A. Familiarize yourself with program goals and deadline dates.
- B. Review program materials from your National Ambassador. Read their BLOG when it comes out and pass on some of the information in your promotional material.

4. PROMOTE the PROGRAM

- A. Keep your promotional packet and Hospital report form handy and review regularly.
- B. Stress program goals in your promotional materials.
- C. Keep extra copies of promotional materials on hand.
- D. Make FACEBOOK posts on the Department Hospital Facebook Page regularly.

5. REPORTING

- A. Complete and send reports to the Department President and National Ambassador by stated deadlines.
- B. Keep a copy of every report you send for your files that you will pass on to the next Chairman.